



Risk Manager Fauquier County, VA

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Formulating risk management policy and procedures; coordinating insurance and benefit plans; preparing and maintaining files and records; preparing reports.

- Administers the County and School Division risk and safety management program.
- Identifies and mitigates the finance risks associated with operation.
- Oversees, develops, implements and establishes work safety policies and procedures. Performs safety/OSHA audits of worksites and school sites.
- Develops and recommends strategies for eliminating and or reducing potential losses and in the design and implementation of loss prevention and safety training programs.
- Ensures regulations are met in regards to OSHA, NFPA, ANSI standards.
- Maintains close communications with School and County departments assuring that their liability insurance needs are being met.
- Formulates and updates policy documents.
- Supervises a comprehensive program of personal injury and vehicle accident prevention.
- Maintains, coordinates and updates the County's insurance policies.
- Monitors and maintains claims filed against the County and its employees.
- Serves as liaison/contract administrator between insurance companies, agencies and adjusting firms utilized by the County.
- Interprets, explains, and applies all applicable federal, state, and local policies, procedures laws, rules, regulations, and standards; initiates any actions necessary to correct deviations or violations.
- Coordinates administration of worker's compensation insurance and OSHA compliance.
- Manages administration of employee health, dental, life, disability, flexible spending plans, or other insurance/benefit plans. Resolves and troubleshoots employee concerns.
- Oversees the administration of COBRA and retirement benefits.
- Oversees the administration of Family and Medical Leave (FMLA) and Workers Compensation programs.
- Communicates with supervisor, employees, supervisors, managers, other departments, county/school officials, vendors, third party administrators, insurance representatives, medical providers, state agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Attends meetings or serves on committees as needed.
- Conducts or assists with various projects as needed, such as coordinating annual Benefits Fair and Open Enrollment.
- Maintains a current knowledge of applicable policies, laws and regulations; reads professional literature; attends workshops and training sessions as appropriate.
- Performs related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of risk handling techniques and methods, OSHA regulations and compliance, workers' compensation, Family and Medical Leave Act compliance, and health and welfare benefits; thorough knowledge of property/casualty insurance coverage and insurance contract language; ability to identify risks and determine situations in which the County might be exposed to financial loss and how these situations can be eliminated or reduced; ability to analyze, interpret and report research findings; ability to interpret and make decisions in accordance with laws, regulations and policies including OSHA; ability to communicate effectively in both oral and written form; ability to establish and maintain effective working relationships with employees, municipal officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in risk management or related field and some experience in municipal risk management including responsibility for analyzing and processing liability claims.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Required to be a Notary Public.

Minimum starting salary \$60,294 with an excellent benefits package.

For more information or to submit your application please visit <https://eportal.fauquiercounty.gov> .

EEO/AA/M/F/D